Job Description – Academic Coach
Advising and Academic Enhancement
http://aae.boisestate.edu

The Advising and Academic Enhancement (AAE) team works to ensure high quality academic advising and support for all students. AAE is seeking a graduate student to provide program support for our Academic Enhancement activities, including academic skill building workshops and one-on-one coaching.

Required Qualifications:
- Minimum cumulative 3.00 GPA
- Enrolled in at least 6 credit hours, and enrolled in Master's or doctoral graduate program at Boise State University during time of employment
- Excellent interpersonal and communication skills
- Experience in customer care, and/or client management, and/or teaching
- Interest in student development and success
- Experience in producing high quality work in a self-directed environment
- Proficiency in Microsoft Office applications
- Available for occasional evening and/or weekend presentations (approximately 3 presentations a semester, scheduled in advance)

Preferred Qualifications:
- Experience with basic quantitative analysis methods and use of SPSS statistical software package
- Counseling, Education, or Social Work course work or work history
- Event planning experience
- Skilled in the use of technology and web based applications

Job Duties:
- Assess students strengths and needs regarding academic performance
- Conduct Academic Coaching sessions one-on-one with students
- Design plans and create goals to build student success
- Conduct small group academic skill building workshops
- Assist the Associate Director to review and analyze research and data concerning at-risk student populations

Compensation: $11.25/hr to start, with merit raises each semester.
- Valuable experience in implementing and growing high quality programming
- A deepened understanding of student development, learning theories, and coaching techniques
- Letters of recommendation

Hours: Negotiable, 10 hrs per week minimum during Summer 2016 and continuing through Fall 2016 and Spring 2017.

To apply: Email cover letter and resume to Jillana Finnegan, Associate Director for Advising and Academic Enhancement at jillanafinnegan@boisestate.edu. Please include unofficial transcripts and/or student ID number and provide contact information for two professional references.